



**UK Atomic
Energy
Authority**

Procurement Department
K2 Culham Science Centre
Abingdon
Oxfordshire
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annemarie.wright@ukaea.uk

To all Tenderers

14th November 2016

Dear Sirs

**INVITATION TO TENDER T/AMW037/16
FOR SERVICING AND CLEANING OF TF AND PF COOLING SYSTEM PLATE HEAT
EXCHANGERS**

On behalf of the United Kingdom Atomic Energy Authority I invite you to tender for the above mentioned work to the terms and conditions in the attached Contract Data.

Upon receipt of this letter please complete and return the form CL 976 (attached) to indicate whether or not you will be submitting a tender. If you do not intend to tender, please return all documents to the UK Atomic Energy Authority without delay - see Conditions 12 and 13 of Conditions of Tendering.

Notes for Tenderers are attached to this letter identifying the documents that you should return if you are tendering and outlining how the documents should be completed.

If you need further information, whether on technical or contractual issues, use the Request for Information sheet attached to this letter. I need to receive these requests at least 10 days before the tenders are due. Use one sheet for each individual request for information. Additional information issued will be circulated to all Tenderers, unless it is of a strictly commercial nature.

Please supply a completed set of your tender documents unbound and marked 'Original' together with two copies of the Original bound and marked 'Copy'.

Please note that your tender return package may be scanned by the UK Atomic Energy Authority's postal receipts section for security reasons.

Tender documents and all other relevant documents should be dispatched using the enclosed return label to arrive no later than **1200 hours on Friday 9th December 2016**.

If you have any queries regarding this tender please contact me on +44 (0)1235 466300 or email annemarie.wright@ukaea.uk

Yours faithfully

Annemarie Wright
Procurement
on behalf of the United Kingdom Atomic Energy Authority

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Tender Return Label is the last page of the tender

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SECTION 1

NOTES TO TENDERERS

PROTECT - COMMERCIAL	Tender No:
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1.1 NOTES TO TENDERERS

1.1.1 The following information is intended to be a guide to completing the tender documents and to the approach the *Employer* will use to assess Tenders submitted. Note: For the purposes of this tender and subsequent Contract, '*Employer*' is used to describe UK Atomic Energy Authority as the Client and shall not infer any liabilities or responsibilities under Health and Safety or Employment legislation.

1.1.2 Checking

Upon receipt of this tender document please check that all information for preparing the tender has been provided. Any missing documents, pages or discrepancies should be reported. It will be assumed that adequate information for tendering has been provided unless the *Employer* is notified to the contrary.

1.1.3 Evaluation Period

Tenders are to remain open for acceptance for 90 days after the submission date. Thereafter Tenderers are required to notify the *Employer* if their tender ceases to be valid.

1.1.4 Documents to be completed and submitted by the Tenderer

THREE copies of your submittals shall be supplied - one **UNBOUND** marked as "**ORIGINAL**" and containing the originals of all the forms and declarations listed below and two others **BOUND** and marked as "**COPY**".

- Tender Submission form
- Contract Data – Part Two
- The following appendices to Contract Data – Part Two:
 - Price List
 - Programme
 - Project Organisation
 - Risk Assessment and Method Statement
 - Reference Contracts
 - Insurance
 - Departures and Assumptions
 - Declaration regarding Communication of Contract Requirements
 - Declaration of No Conflict of Interest
 - Declaration of No Material Change in Circumstance
 - Safety Policy and Performance

1.1.5 Completion of Appendices to Contract Data – Part Two

The Contract Data – Part Two and all Appendices should be completed by Tenderers and returned as part of their tender submission.

Each of the Appendices clearly identifies the information required from the Tenderer. Tenderers should provide the requested information on the Appendix itself or attach it to the appendix as appropriate. Where an Appendix covers more than one issue they are numbered and Tenderers should take care to respond to all questions (and preferably in the order that they are asked).

The declarations at Appendices J, K and L are to be signed and any requested certifications should be attached.

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1.1.6 Completion of the Price List

Tenderers should allow within their prices for everything indicated by the tender documents and the Service Information.

Within Section 5, Service Information, the Tenderer is requested to provide the *services* including the collection and return of samples from/to the *Employer*. Should the *Contractor* not be able to include this within their tender this should be clearly stated with reasons.

1.1.7 Mobilisation of Contract

The *Employer* may wish to carry visit the *Contractors* premises prior to awarding the contract to carry out a Quality Assurance assessment and as part of the tender assessment exercise to alleviate any concerns.

1.1.8 Tender Assessment and Award Criteria

Tenders will be assessed on the areas detailed below taking into account the Tenderers response to the requirements of Section 1.1.

- **Price**
- **Specification compliance**
- **Programme**
- **Bid Compliance**

1.1.9 Selection of Adjudicator

Currently the *Employer's* panel of Adjudicators are:

Richard Bayfield, MSc CEng MICE FCIArb	Independent Consulting Engineer
Brian Eggleston, Ceng FICE FIPStructE FCIArb MAE	Independent Consultant
Nigel Adcock, BSc FRICS MA CostE	Partner, Gleeds, Chartered Consultants
Hugh Balfour, Ceng FICE FCIWEM	Independent Consultant

Should a dispute arise and an Adjudicator be required one will be selected from the *Employer's* panel.

The appointment of an Adjudicator in connection with the Contract will be subject to the Institution of Civil Engineers' NEC Adjudicators Contract – (June 2005).

1.1.10 Further Information

Further information during the tender period may be obtained from:-

Contact:	Annemarie Wright UK Atomic Energy Authority Contracts K2, Culham Science Centre ABINGDON Oxfordshire OX11 0RA
Direct Line:	+44 (0)1235 466300
Direct Facsimile:	+44 (0)1235 466859
e-mail	annemare.wright@ukaea.uk

The Information Request sheet should be used for all requests for additional information.

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1.2 CONFIRMATION OF TENDER SUBMISSION OR DECLINE (CL 976)

IMPORTANT – VEUILLEZ COMPLETER ET
 RENVOYER TOUT DE SUITE

 WICHTIG – BITTE AUSFULLEN UND SOFORT
 ZURUCK SENDEN

 IMPORTANTE – PER FAVOUR COMPLETARE E
 RITORNARE IMMEDIAMENTE

IMPORTANT – PLEASE COMPLETE AND RETURN IMMEDIATELY

To: United Kingdom Atomic Energy Authority
 Contracts
 K2 Culham Science Centre
 Abingdon
 Oxon
 OX14 3DB

Tender Number: T/AMW037/16

Due for Return by 12.00 hours: Friday 9th December 2016

We acknowledge receipt of the above Tender.

- * We confirm that we shall be submitting an offer by the return date shown above.
- * We do not wish to submit an offer on this occasion and enclose all Tender documents returned uncopied.
- * *Delete where not applicable*

Signed: _____ Name: _____

Company Name: _____

Company Address: _____

CL976

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1.4 INFORMATION REQUEST

Tenderers Ref:	Tender No: T/AMW037/16
Tenderer's Name:	
Date Response Required:	

Information Required

Response	
Name:	Signature:

Please send by facsimile or email to: Annemarie Wright
 Procurement Department
 Fax +44 (0)1235 466300
 email annemarie.wright@ukaea.uk

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SECTION 2

CONDITIONS OF TENDERING

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2.1 CONDITIONS OF TENDERING

1. TENDERS are received until 12:00 on the date shown. The address label accompanying the tender documents is used for forwarding tenders.

2. CORRESPONDENCE. Communications relating to the tender are addressed to the person identified in the covering letter accompanying the tender.

3. RIGHT TO REJECT ALL TENDERS. The Employer is under no obligation to accept any tender.

4. POWER TO ACCEPT PORTION OF TENDER. The Employer may, unless the tenderer expressly stipulates to the contrary in the tender, accept whatever portion of it the Employer decides.

5. ALTERNATIVE CONDITIONS. Tenders are to the conditions stated in the Contract Data. Offers made subject to additional or alternative conditions may be rejected on the grounds of such conditions alone.

6. CONTRACT DATA (PART ONE) NOT TO BE ALTERED BY TENDERER. The Contract Data (Part One) is not to be altered by the tenderer. If the tenderer proposes modifications to the Contract Data (Part One) this is the subject of an alternative offer details of which are to be given in a separate letter to accompany the tender.

7. INCOMPLETE TENDERS. It may not be possible to consider a tender if complete information is not given at the time of tendering, or if any particulars and data asked for in the Contract Data are not provided in full.

8. NO MATERIAL CHANGE IN CIRCUMSTANCES. It is a condition of this Tender that the Employer is advised of any material change in the tenderer's circumstances during the tender process including but not limited to:

- 2 A change affecting any declaration, accreditation, licence or approval,
- 3 Major re-organisational changes, company re-structuring, take-over, buy-out or similar events affecting the operation and/or financing of the tenderer or his major sub-Contractors;
- 4 A change to any information on which the Employer may rely in assessing tenders.

Failure to so advise the Employer may lead to disqualification.

9. PRICES. Tendered prices are net, all cash and trade discounts being allowed for.

10. VALUE ADDED TAX. Tenders are exclusive of any VAT chargeable.

11. ALTERATION OF PRICES, ETC. Figures are not altered or erased: any alteration of prices, etc. is made by striking through the incorrect figures and inserting the correct figures above the original figures. The tenderer initials all such alterations.

12. ISSUE OF TENDER DOCUMENTS. The tender documents, and any specifications, plans, drawings, patterns, samples or information issued or furnished by, or on behalf of, the Employer in connection with it, are issued solely for the purpose of enabling a tender to be completed and may not be used for any other purpose. They remain the property of the Employer. Any additional documents which are required in connection with this tender (if not already in the tenderer's possession) are supplied by the Employer.

13. RETURN OF TENDER DOCUMENTS. All documents are to be returned to the sender whether or not a tender is submitted. Any special instructions applicable to the tender and other documents or information are to be adhered to. The drawings, etc. are to be accompanied, if required, by a declaration that the designs and particulars have not been copied, seen or extracted wholly or partly for any unauthorised purpose and that they have only been used for the purpose of tendering.

TENDERERS ARE REQUESTED NOT TO CONTACT THE EMPLOYER DURING THE TENDER ASSESSMENT PERIOD. ON RECEIPT OF THE NOTIFICATION OF THE EVALUATION OF THE TENDERS THE TENDERER MAY TELEPHONE THE CONTRACTS GROUP REPRESENTATIVE DEALING WITH THE TENDER FOR A DEBRIEFING.

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2.2 TENDER SUBMISSION FORM

TENDER SUBMISSION

Tender No	Due for return by 12:00 on
T/AMW037/16	Friday 9th December 2016

Tenders are returned under cover of the supplied label

The *services* are Servicing and Cleaning of TF and PF Cooling System Plate Heat Exchangers at Culham Science Centre

TENDER

To: **The United Kingdom Atomic Energy Authority (the *Employer*)**

Address: **Culham Procurement, K2/0/08,
Culham Science Centre, ABINGDON, Oxon OX14 3DB**

.....
We accept the Conditions of Tendering (CG2 attached) and offer to Provide the Services in accordance with the Contract Data and the attached NEC3 Term Service Contract (June 2005 with amendment June 2006) terms. Accordingly, we attach our tender submission documentation.

*We agree to the appointment of a member of the *Employer's* Panel of Adjudicators as the *Adjudicator* for this contract if and when a dispute arises.

(or)

*We do not agree to the appointment of any of the proposed individuals as the *Adjudicator*. We propose that be appointed as the *Adjudicator*.

Yours faithfully

Signed:

Name:

Position:

Duly authorised to sign tenders for and on behalf of: (the *Contractor*)

Address:

.....POSTCODE.....

Telephone: Fax:

Date:

* Delete as applicable

CG03

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SECTION 3

CONTRACT DATA - PART ONE

(Completed by the *Employer*)

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CONTRACT DATA

Part one – Data provided by the *Employer*

Statements given in all contracts

1. General

- The *conditions of contract* are the core clauses and the clauses for the main Option A, dispute resolution Option W1 and secondary options X2, Y(UK)3 and Z of the NEC3 Term Service Contract June 2005:
- The *service* is
Servicing and Cleaning of TF and PF Cooling System Plate Heat Exchangers
- The *Employer* is
Name **United Kingdom Atomic Energy Authority**
Address **Culham Science Centre, ABINGDON, Oxfordshire OX14 3DB**
- The *Service Manager* is
Name **Mr David Gear**
Address **United Kingdom Atomic Energy Authority, Culham Science Centre, ABINGDON, Oxfordshire OX14 3DB**
- The *Adjudicator* is
To be selected from the United Kingdom Atomic Energy Authority Adjudication Panel if and when a dispute arises. Adjudication is subject to the terms of the NEC3 Adjudicator's Contract (June 2005).
- The Affected Property is **Buildings within Culham Science Centre where the *service* is to be carried out.**
- The Service Information is in **Section 5 of the tender and comprises the Service Information including General Note, General Requirements SC19, Health Safety & Environment Plan and Description of Services which includes the Technical Specification for the provision of the P4 Cooling Towers Site Water Cooling System: Water Treatment.**
- The *language of this contract* is **English.**
- The *law of the contract* is the law of **English.**
- The *period for reply* is **2 weeks**
- The *Adjudicator nominating body* is **the Chairman of the NEC User's Group.**
- The *tribunal* is **by arbitration.**
- The arbitration procedure is **The Institute of Civil Engineers' Arbitration Procedure (1997).**

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- The following matters will be included in the Risk Register **to be agreed between the *Employer* and *Contractor*.**
- 3. Time
 - The *starting date* is to be advised 2017
 - The *service period* is for one year with the option to extend for a further four years, agreed annually, in accordance with Contract Data – Part One Clause Z1.
- 5. Payment
 - The *assessment interval* is **four weeks.**
 - The *currency of this contract* is **Pounds Sterling.**
 - The *interest rate* is **2%** per annum (not less than 2) above the **base** rate of the **Bank of England.**
 - The period within which payments are made is **30 days from the receipt of a correctly submitted and accepted tax invoice.**
- 8. Risks and Insurance
 - The minimum amount of cover for insurance against loss of or damage caused by the *Contractor* to the *Employer's* property is limited to **£1 million in respect of each claim without limit to the number of claims.**
 - The minimum amount of cover for loss of or damage to Plant and Materials Provided by the *Employer* is **£1 million in respect of each claim without limit to the number of claims.**
 - The minimum amount of insurance in respect of loss of or damage to property (except the *Employer's* property, Plant and Materials and Equipment) and liability for bodily injury to or death of a person (not an employee of the *Contractor*) arising from or in connection with the *Contractor's* providing the service, for any one event is **£5 million in respect of each claim without limit to the number of claims.**
 - The minimum limit of indemnity for insurance in respect of death of or bodily injury to employees of the *Contractor* arising out of and in the course of their employment in connection with this contract for any one event is **£5 million in respect of each claim without limit to the number of claims.**
- Option Z
 - The *additional conditions of contract* are

Z2 Ownership and Use of Information

- Z2.1 The *Contractor* does not disclose information obtained in connection with the *services* except when necessary to carry out his duties under this contract.
- Z2.2 The *Contractor* may publicise any matter about the *services* or arising out of this contract only with the *Employer's* written agreement.

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- Z2.3 The *Contractor* has the right to use the information provided by the *Employer* only for this contract. The *Contractor* may make this right available to a *Sub-contractor*. As soon as possible after completion of the task for which the information was provided the *Contractor* returns the information to the *Employer*. No information provided by the *Employer* is retained by the *Contractor* beyond the defects date.
- Z2.4 Except as stated otherwise in the contract and subject to pre-existing rights, the *Employer* owns the *Contractor's* rights over information prepared for the contract by the *Contractor* wherever such information is generated.
- Z2.5 The *Contractor* clearly identifies the *Employer* as copyright owner on all information prepared for the contract.
- Z2.6 The *Contractor* obtains any other rights for the *Employer* as stated in the contract.
- Z2.7 The *Contractor* obtains for the *Employer* equivalent rights to those above from all *Sub-Contractor* in respect of information prepared by them. The *Contractor* provides to the *Employer* the documents which transfer these rights to the *Employer*.
- Z2.8 As soon as possible after Completion of the contract the *Contractor* provides the *Employer* all of the information which the *Contractor* has provided under the contract. Where the *Employer* agrees in writing that the *Contractor* may use the information that he has provided under the contract for other work, the *Contractor* may make and retain copies of such information.
- Z2.9 In this condition 'information' includes all information, intellectual property rights, designs, calculations, records, images, photographs, graphics, test pieces, models etc.
- Z2.10 This condition supersedes and replaces core clause 70.

Z3 Contractor's Employees

- The *Employer* may at any time require the *Contractor* to remove/replace any person utilised by the *Contractor* to carry out duties in connection with this contract whose continued involvement with the contract is considered by the *Employer* to be undesirable. The *Contractor* shall action such requests with immediate effect. The *Employer* shall be consulted regarding any replacement persons proposed.
- The *Contractor's* key personnel shall only be changed by prior consultation/agreement with the *Employer*.
- The *Contractor* shall at all times provide the number of staff required to carry out his obligations under the contract.

Z4 Compliance with Health, Safety and Environmental legislation

The *Employer* may also terminate under core clause 90.3 if the *Contractor* substantially fails to comply with Health, Safety and Environmental legislation and/or the General Requirements insofar as they relate to health, safety and the environment.

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Z5 Corrupt Gifts and Practices

Z5.1 By virtue of the Prevention of Corruption Acts 1989 to 1996, the provisions of which apply to this contract the *Employer* may terminate this contract without notice at any time if the *Contractor*, or anyone employed by or acting on his behalf, directly or indirectly:

Z5.1.1 gives, or offers, or agrees to give, to anyone employed or engaged by the *Employer* any gift or consideration of any kind for doing, or forbearing to do, or for having done or forborne to do, any act in relation to the obtaining or execution of this contract, or any other contract for the *Employer*, or for forbearing to show favour or disfavour to anyone in relation to this, or any other contract for the *Employer*; or

Z5.1.2 enters into a business relationship of whatever kind with anyone employed or engaged by the *Employer* without first obtaining the written approval of the *Employer* where commission has been paid or appears to be paid, or if there is an agreement to make payment by, or on behalf, or to the knowledge of the *Contractor*, in connection with this or any other contract with the *Employer*, without particulars of the commission being disclosed in writing to the *Employer*.

Z6 Payment of Sub-Contractors

Where the *Contractor* enters into a sub-contract with a supplier or contractor for the purpose of performing its obligations under the Contract, it shall ensure that a provision is included in such a sub-contract which requires payment to be made of all sums due by the *Contractor* to the *sub-contractor* within a specified period not exceeding 30 days from the receipt of a valid invoice.

Z7 Access to Premises

Z7.1 The *Contractor's* personnel shall comply with the *Employer's* requirements for entry to Culham Science Centre as instructed by the *Employer's Agent*. The *Contractor's* personnel will be required to attend a Site Induction Course to enable the obtaining of a site pass for the *Contractor's* collection/delivery personnel.

Z7.2 The *Contractor* obtains security clearance for his personnel in sufficient numbers to ensure he can carry out the Service Information. The *Employer* is unable to commit to specified times for the security clearance and cannot be held responsible for delays to the *Contractor*.

Z7.3 The *Contractor's* personnel are normally only permitted access to the building in which the Service Information is to be carried out and communal areas.

Z8 Loss or damage to *Employer's* property

If the *Contractor* causes any loss or damage to the *Employer's* property, the *Employer* may replace the loss or repair the damage as and in whatever manner he decides and the *Contractor* pays the *Employer's* costs.

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Z9 Indemnity in respect of nuclear damage to *Contractor's* property.

Z9.1 Compensation is payable by the *Employer* in respect of nuclear damage to any property of, or on hire to, the *Contractor* which is on premises occupied by the *Employer* and is on those premises for the purpose of providing the *services*, provided that the amount of any such compensation is reduced to the extent that the causing of that damage is attributable to any negligence or default of the *Contractor* or the person from whom he has hired the property or of any servant or agent of the *Contractor* or that person.

Z9.2 For the purposes of this condition:

"nuclear damage" means damage arising out of or resulting from:

an occurrence involving the radioactive properties, or a combination of those and any toxic, explosive or other hazardous properties of nuclear matter on the premises occupied by the *Employer* on which is the aforesaid property of, or on hire to, the *Contractor*, or

ionising radiations emitted from anything caused or suffered by the *Employer* to be on such premises which is not nuclear matter;

"nuclear matter" has the meaning ascribed to it in Section 26(1) of the Nuclear Installations Act 1965.

Z10 Monitoring and Management Information

Z10.1 "**Management Information**" means the information specified in the Monitoring and Management Information Schedule;

"**OGC**" means the Office of Government Commerce;

"**Contracting Authority**" means any contracting authority as defined in Regulation 3 of the Public Contracts Regulations 2006.

Z10.2 In addition to Clause Z2 Ownership and Use of Information, nothing in this contract shall prevent the *Employer* from disclosing the *Contractor's* Confidential Information (including the Management Information obtained under Z10):

(a) to the Crown or any other Contracting Authority. The Crown and any Contracting Authorities receiving such Confidential Information shall be entitled to further disclose the Confidential Information to the Crown or other Contracting Authorities on the basis that the information is confidential and is not to be disclosed to a third party which is not part of the Crown or any Contracting Authority;

(b) to any Contractor, Consultant or other person engaged by the Employer or any person conducting an Office of Government Commerce gateway review;

(c) for the purpose of the examination and certification of the Employer's accounts; or

(d) for any examination pursuant to Section 6(1) of the National Audit Act 1983 of the economy, efficiency and effectiveness with which the Employer has used its resources.

Z10.3 The *Contractor* shall comply with the monitoring arrangements set out in the Monitoring and Management Information Schedule (Appendix 1) including, but not limited to, providing such data and information as the *Contractor* may be required to produce under the Contract.

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- Z10.4 Where requested by the *Employer*, the *Contractor* shall supply the Management Information to the *Employer* and to OGC in the form set out in the Monitoring and Management Information Schedule (Appendix 1) [date to be agreed] between the Contract Date and Completion Date.
- Z10.5 The *Contractor* agrees that the *Employer* may provide OGC with information relating to the Service Information procured and any payments made under the Contract.
- Z10.6 Upon receipt of the Management Information supplied by the *Contractor* in response to a request under Z10.4 above or receipt of information provided by the *Employer* to OGC under Z10.5, the *Employer* and the *Contractor* hereby consent to OGC:
- (a) storing and analysing the Management Information and producing statistics; and
 - (b) sharing the Management Information or any statistics produced using the Management Information, with any other Contracting Authority.
- Z10.7 In the event that OGC shares the Management Information or information provided under clause Z10.5 in accordance with Z10.6(b), any Contracting Authority receiving the Management Information shall be informed of the confidential nature of that information and shall be requested not to disclose it to any body who is not a Contracting Authority (unless required by law).
- Z10.8 The *Employer* may make changes to the Management Information which the *Contractor* is required to supply and shall give the *Contractor* at least one (1) Month's written notice of any changes.

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SECTION 4

CONTRACT DATA - PART TWO

(To be Completed by the *Contractor*)

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Part Two – Data provided by the *Contractor*

Statements given in all contracts

- The *Contractor* is
 - Name
 - Address
- The *direct fee percentage* is %
- The *subcontracted fee percentage* is %
- The *key persons* are
 - (1) Name
 - Job
 - Responsibilities
 - Qualifications
 - Experience

 - (2) Name
 - Job
 - Responsibilities
 - Qualifications
 - Experience

 - (3) Name
 - Job
 - Responsibilities
 - Qualifications
 - Experience

 - (4) Name
 - Job
 - Responsibilities
 - Qualifications
 - Experience

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- The following matters will be included in the Risk Register
.....
.....
- The tendered total of the Prices is **at Appendix A**
- The plan identified in the Contract Data is **at Appendix B**
- The *Contractor's* proposed *Sub-Contractors* are identified **at Appendix C**
- The *Contractor's* Method Statement and Risk Assessment are identified at **Appendix D**
- The *Contractor's* Reference Contracts are identified at identified at **Appendix E**
- The *Contractor's* Insurance Policies are identified **at Appendix F**
- The *Contractor's* proposals for a QA are identified **at Appendix G**
- The *Contractor's* Departures and Assumptions are identified **at Appendix H**
- Declarations completed by the *Contractor* are identified **at Appendix I, J, & K**
- The Contractors Safety Policy and Performance is identified **at Appendix L**

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APPENDICES TO CONTRACTOR'S OFFER:

- A PRICE LIST
- B PROGRAMME
- C PROJECT ORGANISATION
- D RISK ASSESSMENT AND METHOD STATEMENT
- E REFERENCE CONTRACTS
- F INSURANCE
- G QA
- H DEPARTURES AND ASSUMPTIONS
- I DECLARATION REGARDING COMMUNICATION OF CONTRACT REQUIREMENTS
- J DECLARATION OF NO CONFLICT OF INTEREST
- K DECLARATION OF NO MATERIAL CHANGE IN CIRCUMSTANCE
- L CONTRACTORS SAFETY POLICY AND PERFORMANCE

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APPENDIX A

PRICE LIST

The requirement is for The Services and Cleaning of the existing TF and PF Cooling Systems Heat Exchangers providing cooling at the JET Facility

Our Firm Price for the provision of the works is £ excluding VAT. A breakdown of which is given in the table below

Description	(exc VAT) Price £
Refurbishment of AX-30 Serial No. 18566-345 Plates	
Refurbishment of AX-30 Serial No. 18565 – 343 Plates	
Refurbishment of AX-30 Serial No. 19065171-1 – 269 Plates	
Refurbishment of AX-30 Serial No. 1906517-2 – 269 Plates	
Engineers on site to remove Plates	
Engineers on site to re-install Plates	
Transportation of Plates (Collection & Return including all packing cases)	
Final commissioning of heat exchangers	

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APPENDIX B

PROGRAMME

Taking into account the Service Information (at Section 5) the *Contractor* provides an outline Programme for the completion of the works.

Signed:

In the capacity of (e.g. Director):

For and on behalf of:

Date:

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APPENDIX C

PROJECT ORGANISATION

The *Contractor* describes below or attaches a site organisation structure chart showing all proposed site and office based staff, including any *sub-contractor* staff (who should be clearly identified as such), their relationships and lines of communication, including interfaces with the *Employer*.

The *Consultant* details all proposed *sub-contractor* arrangements and the estimated proportion of the total works that each of them would represent:

<i>Sub-Consultants Name</i>	<i>Services</i>	<i>Proportion of total work</i>
.....
.....
.....

Where it is estimated that any proposed *sub-contractor* provides more than 10% of the total work, then the *Contractor* attaches details of the qualifications and experience of the *sub-contractor* and details of the *Contractor's* relationship with them. Similar details may be provided in respect of other proposed *sub-contractors* at the *Contractor's* discretion.

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APPENDIX D

RISK ASSESSMENT AND METHOD STATEMENT

1. The *Contractor* attaches details of his proposed service levels and Method Statement for the provision of this contract.
2. The *Contractor* attaches a draft Risk Assessment for the *Services* in accordance with Section 5 Service Information and a full Method Statement and Risk Assessment used for another similar Project (preferably one of those identified in Appendix G).
3. The *Contractor* attaches an outline Health & Safety Plan for the project covering methodology, hazards and risks associated with the *service* as identified within the Pre-Tender Health and Safety Plan (Section 5.3).

Note: Detailed Method Statements and Risk Assessments submitted will form a critical part of the tender assessment and will deem to be the minimum standard to which all subsequent documents shall be produced under the Contract.

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APPENDIX E

REFERENCE CONTRACTS

The *Contractor* provides details of 2 reference Contracts undertaken recently (if possible) **where the technical requirements and Contract size are similar to the Service Information.**

CONTRACT 1	CONTRACT 2
Customers name and address:	Customer name and address:
Contact Name and 'phone number or e-mail address:	Contact Name and 'phone number or e-mail address:
Description of <u>services identifying similarities with the Service Information:</u>	Description of <u>services identifying similarities with the Service Information:</u>
Contract value (approx):	Contract value (approx):
Contract start date and duration:	Contract start date and duration:

Can the *Employer* obtain references in respect of the above Contracts from the above named contacts? Yes* / No* (*Delete as appropriate)

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APPENDIX F

INSURANCES

1. The *Contractor* attaches certificates in respect of his insurance policies required under Section 5 of the Contract Data – Part One.

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APPENDIX G

QUALITY ASSURANCE PROGRAMME

1. The *Contractor* attaches a copy of certificate(s) for any relevant quality standard(s). If the *Contractor* does not operate to a British or equivalent standard he attaches details of his own quality assurance system and includes details of quality audits conducted on his system by others.

2. The *Contractor* attaches the completed Quality Assurance Preliminary Questionnaire which can be found in Section 5 of this invitation to Tender.

If necessary, the *Employer* may wish to visit to review your Quality Assurance system and carry out an assessment at your premises as part of the tender evaluation process.

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APPENDIX H

DEPARTURES AND ASSUMPTIONS

The *Contractor* details below any aspects of the tender documentation including the Service Information to which he proposes amendment ('departures') and any assumptions made in the preparation of the tender. If no departures or assumptions are proposed the *Contractor* states 'none'.

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APPENDIX I

DECLARATION OF COMMUNICATION OF CONTRACT REQUIREMENTS TO STAFF AND SUB-CONTRACTORS

The *Contractor's* attention is drawn to the conditions of this Tender and Contract which cover the requirement for the *Employer's* approval to have been obtained in respect of any proposed sub-contracting arrangements.

The *Contractor* is advised that:

- i) Any sub-contractor should be made fully aware of the full specification of the work.
- ii) All staff, including sub-contract staff, carrying out work on the *Employer's* premises must be made aware of the Contract requirements for safety management and quality assurance.
- iii) The *Employer* will routinely monitor compliance with the above by direct contact with the *Contractors* staff and sub-contractors.

I have read, understood and agree to ensure the implementation of the above.

Signed..... Name.....

Position..... On behalf of.....

APPENDIX J

DECLARATION OF NO CONFLICT OF INTEREST

I, _____, *(insert your full name)*
of _____, *(insert your Company name)*

hereby declare that the following:

NAME	TITLE	COMPANY
------	-------	---------

was involved in the preparation of our bid for Tender Ref: T/AMW037/16

I further declare that no representative of the Company (including any *Sub-contractor*) was involved with or influenced any person associated with the preparation of the tender invitation.

SIGNED:

In the capacity of (eg Director):

For and On Behalf of:

Date:

(Any false statement could jeopardise future opportunities to work for the Employer)

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APPENDIX K

DECLARATION OF NO MATERIAL CHANGE IN CIRCUMSTANCE

I, _____, (*insert your full name*) of _____ (*insert your Company name*) signed in the capacity of either Managing Director or Company Secretary (*Delete as applicable*) hereby declare that as of this date, _____ (*insert date*) the information submitted within this tender is true and correct. Additionally, I shall immediately inform the *Employer* in the event that there is or could be any material change to this information during the tender process.

- Items which would be considered a material change include but are not limited to:
- Management buy out
- Re-structuring
- Re-financing
- Profit warnings
- Loss of any accreditation or the rescinding of any licences or approvals
- Prosecution
- Trade Union disputes or industrial action
- A change to any declaration to be made under this tender
- A change to information which forms part of any declared formal tender assessment criteria
- A change to any information on which either your Company or the *Employer* might later rely
- If you are in any doubt whether a change is material you should disclose the details.

Failure to advise the *Employer* of any material change may lead to the tender being disqualified. The *Employer* acknowledge that certain information may be covered by legislation i.e. The Financial Services Act, in which case the full information must be disclosed to the *Employer* at the earliest possible time not to infringe the relevant legislation.

Any false statement could jeopardise future opportunities to work for the *Employer*.

Signature.....

Date.....

APPENDIX L**SAFETY POLICY AND PERFORMANCE**

- 1) The Contractor attaches a copy of his written Health & Safety Policy Statement signed by the Managing Director/CEO or equivalent.
- 2) The Contractor provides details of how he operates a formal safety system (e.g. safety audits, COSHH assessments, etc)
- 3) The Contractor provides details of how he implements his Health & Safety policy in relation to work at a customer's site including summarising the arrangements he has for monitoring the safety of his staff and sub-contractors.
- 4) The Contractor provides details of his company's safety performance over the last 3 years in terms of number of staff employed, man-days lost due to work-related accidents and fatal accidents.
- 5) If the Contractor has been prosecuted by the Health & Safety Executive or served with an Improvement or Prohibition Notice in the last 3 years, he gives details and identifies the actions that he has taken to address the root causes.
- 6) The Contractor provides details of the safety training provided to his employees including arrangements for identifying training needs and monitoring the effectiveness of training provided.
- 7) The Contractor identifies how he ensures that tools and equipment used by his staff are maintained in a safe condition.
- 8) The Contractor identifies how he assesses the arrangements of sub-contractors for their compliance with Health and Safety legislation?
- 9) Is there any other information relevant to your staff procedures and performance which is relevant?

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SECTION 5

SERVICE INFORMATION



SITE CONDITIONS WORKS

5.1 GENERAL NOTE

Within the Service Information:

1. Any references to the 'Authority' or 'CCFE' are deemed to be references to the *Employer*.
2. Any references to the 'Superintending Officer', 'PM' or 'CPM' are deemed to be references to the *Service Manager*.
3. Any references to 'the specification' or 'the preliminaries' are deemed to be references to the Service Information.
3. The phrase 'the *Contractor* shall' is construed as if it was in the present tense. For example the phrase '...the *Contractor* shall carry out the following...' is construed as the '...the *Contractor* carries out the following....'.
4. The phrase the '*Employer* will' is construed as if it was in the present tense. For example the phrase the '*Employer* will provide....' is construed as the '*Employer* provides....'.
5. The *Contractor* immediately notifies the *Employer's* Contracts Officer of the following:
 - 1) early warning notifications issued to the *Employer's Agent*.
 - 2) compensation event notifications issued to the *Employer's Agent*.
 - 3) notifications issued to the *Adjudicator*.
 - 4) Termination notifications issued to the *Employer's Agent*.
6. The *Employer's* Contracts Officer may attend early warning meetings at his discretion.

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5.2 SITE CONDITIONS WORKS

DEFINITIONS

1. "*Employer*" means UK Atomic Energy Authority, Culham Science Centre, Abingdon, Oxfordshire OX14 3DB;
2. "*Contractor*" means the company contracted to deliver goods or carry out *Works* at Culham Science Centre;
3. "*Contractor's staff*" means the *Contractor's* employees; temporary staff or Subcontractor's staff.
4. "*PM*" means any of the following: *Project Manager*; *Employer's Representative*; *Service Manager*; *Supply Manager*; or *Employer's Agent*.
5. "*Personnel*" means the *Contractor's key staff* or a replacement person who has been accepted by the *Employer*.
6. "*Site*" means Culham Science Centre, Abingdon, Oxfordshire OX14 3DB.
7. "*Works*" is used to describe the activity being carried out under the contract at the *Employer's Site*. When the conditions use "*Works*" the word "*work*" or "*services*" should be interpreted as having the same meaning.

SITE REQUIREMENTS

Primary Regulations

8. The *Contractor's* attention is drawn to the provisions of the Official Secrets Acts 1911 to 1989, the provisions of Section 11 of the Atomic Energy Act 1946, Section 79 of the Anti-terrorism, and the Crime and Security Act 2001. The *Contractor* takes all reasonable steps by display of notices or by other appropriate means to ensure that all persons employed on any work in connection with this contract have been notified that these statutory provisions apply to them and continue so to apply after the completion or earlier termination of this contract.

Access and Use of Site

9. The *Works* are to be carried out at the *Employer's Site*.
10. *Contractors* carrying out work on the Site may not use the Site other than to carry out the work requested of them and will normally only be permitted access to the location where the work is to be carried out and communal areas. Any *Contractor's* application for access to other parts of the Site requires the acceptance of the PM.
11. *Contractors* staff complete training in the safety procedures applying to the Site before carrying out any work on the Site. This includes general safety and work specific safety requirements. No charge is made for the Site Induction tuition and no reimbursement of the *Contractor's* costs or loss of productivity will be made.
12. The *Contractor* has regard to the normal working hours (0815 – 1630 hours Mon to Friday) of the site and ensures that his traffic does not impede the *Employer's* traffic at peak periods. It should be noted that no work is to be carried out on the Site during the following periods: Public Holidays, the period between Christmas Day and New Year; Maundy Thursday Afternoon; Spring Bank Holiday and the following day (Saturday to Tuesday inclusive); and August Bank Holiday and the following day (Saturday to Tuesday inclusive) unless expressly requested by the *Employer*.
13. The *Contractor* ensures his staff are property dressed at all times with passes openly displayed unless working in active area coveralls.
14. The *Contractor* obtains the prior acceptance of the PM, and obtains such clearance certificates etc as may be necessary, before any temporary work, services or spoil heaps are sited on the Site.
15. The *Contractor* restricts the physical spread of his operations to the minimum area necessary. All natural features, such as trees, bushes, turf etc. are preserved unless instructed otherwise by the PM.
16. The *Contractor* carries out his work with the minimum inconvenience and nuisance to the occupants and users of buildings and spaces adjacent or close to the location of the *Works*.
17. The *Contractor* maintains the Site and the *Works* in a safe and environmentally sound condition at all times to the satisfaction of the PM, noting that the *Employer* may carry out inspections.

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18. The *Contractor* ensures that temporary storage of materials, chemicals and fuel are arranged to prevent leakage into the ground, water courses or drains. Piles of dry soil are to be covered to prevent dust blow.

19. At completion of the *Works* the *Contractor* leaves the Site in a clean, tidy and safe condition.

Patrol and Security Procedures

20. The Site is policed by the patrol force. *Contractors* and their staff are required to comply with any instructions given to them by the Patrol Service or by the PM and are required to wear passes. The *Contractor's* Personnel and any equipment which the *Contractor's* Personnel bring to the Site will at all times be liable to search by the patrol force.

21. The *Contractor* implements all security procedures required and meet all costs of complying therewith, including loss of time by his Personnel, due to screening, the issue and examination of passes and routine searching. Full details and procedures are obtainable from the PM. Security clearance of Personnel, for which the *Employer* pays, may take at least four weeks to obtain normal access and eight weeks for access to any restricted areas. The *Contractor* obtains security clearance for his key staff in sufficient numbers to ensure he can carry out the *Works* to the timescale agreed. The *Employer* is unable to commit to specified times for the security clearance and cannot be held responsible for delays to the *Contractor's Works*.

Notices and Regulations

22. Notices and regulations relevant to the Site may be published by the *Employer* from time to time. The *Contractor* and his staff comply with such notices and regulations which the *Employer* provides to the *Contractor*.

Publicity and Photography

23. The *Contractor* does not display advertisements or permit them to be displayed without the acceptance of the PM.

24. The *Contractor* does not use examples of work undertaken at the Site or on behalf of the *Employer* for publicity purposes without the *Employer's* consent.

25. Unauthorised photography / image recording is prohibited at the Site, including mobile phones with cameras / image recording without the PM's approval.

Suspension of Works

26. Emergency systems occasionally require the suspension of work. When the *Employer* gives notice all Personnel report to a place nominated by the *Employer* and remain there until permitted to resume work.

Smoking, Consumption of Alcohol & Non-Prescription Drugs

27. Smoking, including e-cigarettes, is only permitted in designated authorised areas outside of the occupied areas of the Site.

28. The *Contractor* ensures that his and his subcontractor's staff are not under the influence of drink or non-prescription drugs. The *Employer* reserves the right to require the *Contractor* or his subcontractor's staff to undertake alcohol testing at any time whilst on Site. Where one of the *Contractor* or his subcontractor's staff fails such a test or refuses to take a test the *Contractor* excludes that person from the site and replaces that person with a person of equivalent skill and experience.

Roads and Parking

29. The *Contractor* uses such roads and paved areas as are authorised by the PM. The *Contractor* ensures his vehicles comply with speed limits and road signs, limits the weight, speed and class of vehicles as directed and is held responsible for all damage which is not due to fair wear and tear.

30. The *Contractor* ensures:

- All vehicles comply with Department for Transport requirements for use on public roads;
- tracked vehicles are transported on wheeled loaders;
- no obstructions are made to roads or paved areas without notice to and acceptance obtained beforehand from the PM.
- his Personnel park their vehicles only in the areas set aside for this purpose.

31. The *Employer* accepts no liability for damage to vehicles whilst on the Site.

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32. Overnight parking is not permitted on the *Employer's* Site.

Use of Computer Equipment

33. The PM's acceptance is to be formally obtained before the *Contractor* is permitted to access parts of the *Employer's* computer network, but only using the *Employer's* equipment. The *Employer's* equipment or network is used solely for the purpose of providing the *Works*. The *Employer's* data must not be accessed or copied without prior notice of approval from the PM.

34. The *Contractor* will ensure suitable display screen equipment assessments are carried out with those persons under his control and ensure all control measures identified through the assessment process are provided in a timely manner.

35. Where the *Contractor* uses his own stand-alone equipment (e.g. laptops) data must not be transferred without an approved virus check and the *Contractor* own computer equipment is not to be connected to the *Employer's* computer network. Information passed to the *Employer* by disc or electronic means is to be free of software viruses.

36. Electronic Communication from the *Contractor* to the *Employer* using any computer not directly connected to the *Employer's* computer network, e.g. through the Internet, e-mail and Instant Messaging must not be considered secure. Due diligence must be exercised as to the business sensitivity of the content of any files, documents or messages.

European Working Time Directives

37. The *Contractor* is required to comply with the requirements of the European Working Time Directives for individual employees. The *Contractor* is required to demonstrate such compliance upon the receipt of a request from the PM.

38. The *Contractor* is not permitted to use his Personnel on the *Employer's* Site where individual employees have not had statutory breaks or where the *Contractor* has not responded to the PM's request.

Services – Proximity hazards, Power Cables, Services and Pipes

39. The *Contractor* acquaints himself with the positions of all pipes, cables, services and proximity hazards etc., and takes all precautions necessary for their protection. He accepts responsibility for the rectification of any damage caused during the execution of the *Works*.

40. The *Contractor* where necessary to prevent danger will ensure that all energy distribution installations are suitably located away from areas of risk. The *Contractor* shall have adequate mechanisms for isolation and earthing. Where adequate earthing cannot be achieved the *Contractor* will apply the principals of prevention and provide suitable notices, barriers and measures to prevent risks of injury, disturbance or damage.

41. The following services are available to the *Contractor*:

- Use of Toilets
- The *Employer's* Internal Telephone and Mail *Works* - at no cost to the *Contractor*. External telephone calls are recharged at cost.
- Occupational Health Services - subject to agreement (including charges) with the service provider.

Site Services

42. The *Contractor* shall not use or interfere with the operation of existing services or drains without the prior acceptance of the PM.

43. The *Contractor* makes temporary services connections to such services as: [Specify facilities]

- Electricity
- Compressed Air

44. The *Contractor* maintains, alters, adapts and moves temporary works and services as necessary and removes and makes good when no longer required.

Electricity

45. Electricity supply from the mains may be used as follows:

- Point of supply: J1B

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- Anticipated capacity: 2 kW
- Supply voltage: 110/240 Volts 50 Hz 1 Phase

46. The PM will not be held responsible for the effects of any failure or restriction in supply.

47. The *Contractor* does not connect apparatus to the system without the acceptance of the *Employer's* PM and ceases to use apparatus if the PM directs.

Radio

48. Two way radios may not be used on the Site without prior notice of acceptance from the PM.

MANAGEMENT REQUIREMENTS

Environment

49. The *Employer*:

- Operates an Environmental System to the requirements of BS EN ISO 14001:2004: Environmental management systems;
- May audit the *Contractor* compliance with environmental legislation at the Site and the regulations relating to waste disposal.

50. The *Contractor*:

- Ensures that they have an emergency plan to ensure the protection of the environment in the event that any of their Environmental Management Systems fail;
- Notes the Environmental policy which is made available to all his Personnel;
- Ensures that controls for environmental protection are diligently followed;
- Minimises the consumption of energy, water, and all the non-renewable materials and resources;
- Minimises the production of waste materials and applies the waste management hierarchy to all waste produced;
- Applies and follows environmental good practice guidelines as issued by the Environmental Agency and / or the Scottish Environment Protection Agency.

Storage

51. Materials are stored by the *Contractor* in positions agreed by the PM. The *Contractor* avoids bringing unnecessary quantities of Materials on Site, removes unnecessary packaging before bringing Material onto the Site, and removes all packaging before entry into controlled areas. Surplus Materials are removed from the working areas as soon as possible.

Contractor's Representative

52. The *Contractor* appoints one of his key people to be his on-Site representative and the PM contacts that person when giving instructions to the *Contractor*. It is not a requirement of this clause that the representative is only employed in a supervisory capacity.

Meetings & Progress Meetings

53. Prior to starting work on Site, the *Contractor's* supervisory Personnel (as agreed with the PM for the supervisory function required), attend meetings to ensure that the *Contractor's* Personnel understand all the hazards and to explain to the *Employer* the procedures which the *Contractor* intends to implement to protect his Personnel, other persons and the environment, against any hazards associated with Providing the *Works*.

54. The *Contractor* key person attends regular meetings with the *Employer's* PM and, if required by the PM a more senior representative of the *Contractor* and/or Subcontractors also attend.

Safety Management

55. The *Contractor* management Personnel include experienced Industrial Health and Safety Practitioner(s), conversant with all current laws and regulations applicable to the *Works* in this contract including, Acts of Parliament such as the Health and Safety at Work Act, and subordinate legislation such as, The Management

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of Health and Safety at Work Regulations, Lifting Operations and Lifting Equipment Regulations, Work at Height Regulations and Manual Handling Regulations etc.

Safety Representative

56. The *Contractor* ensures that his Personnel appoint at least one of their team employed on the Site as a Safety Representative and allows adequate time to undertake the responsibilities of the appointment. A Safety Representative is empowered to discuss matters of safety related to providing the *Works* and areas adjoining the Site with members of the *Contractor* Personnel, others and the *Employer's* Safety Representative and management.

57. In addition to the generality of the duties the *Contractor* permits the Safety Representative to attend meetings as instructed by the PM and has allowed for one three hour meeting in each month.

58. The *Contractor* ensures that reasonable proposals arising from such discussions are incorporated in to an agreed Construction phase Health and Safety Plan. This plan and/or risk assessments and method statements must also reflect these health, safety and environmental arrangements to ensure a written safe system of work is provided.

Control of Contractor's Personnel

59. Every working day the *Contractor* provides the PM with a record of the names and function of the people and the equipment employed in providing the *Works* at the Site for Safety and Personnel Accountancy records.

60. The *Contractor* employs only persons who are appropriately skilled and experienced to carry out the type and quality of work required of them.

61. The *Contractor* provides the PM with a training record of all his Personnel employed at the Site including those of his subcontractors. The PM may require such Personnel to undertake specific training courses related to the requirements of this contract.

SAFETY, HEALTH AND ENVIRONMENT

General

62. The *Contractor* ensures that his Safety, Health and Environment (SH&E) management arrangements and also his methods of working, as detailed in controlling documentation such as risk assessments, method statements, training arrangements comply with all relevant SH&E legislation, Approved Codes of Practice and be compatible with the *Employer's* requirements, procedures, rules and instructions in this contract. The *Contractor* provides revisions to all relevant documentation required by changes to the *Employer's* SH&E requirements. The *Contractor* additionally ensures that his SH&E management and organisational arrangements provide adequate coordinating and supervising measures for working in a safe and consistent way that reflects best practice along with recognised industry standards.

63. At the PM's request the *Contractor* provides a copy of any Safety, Health and Environmental documentation relevant to the contract.

64. The *Contractor* also meets the requirements specified in the Safety, Health and Environment Plan, Appendix A.

Risk Assessments and Method Statement

65. The *Contractor* produces a detailed risk assessment and method statement for each operation, identifying all tasks and providing a step by step breakdown of the methods of work and the resources to be deployed. Each operation is broken down into sufficient detail to ensure that every safety and environmental hazard in the work is identified. Both the risk assessment and detailed method statement must clearly demonstrate compliance with the safety requirements specified in this contract. In particular it will express how the *Contractor* intends to provide the *Works* so that all Safety, Health and Environmental risks are communicated, coordinated, controlled and managed. The effect on the *Employer's* undertakings including plant and Work Equipment on the Site is also fully taken into account.

66. The *Contractor* will liaise with the PM during the preparation of risk assessments and method statements. This includes attendance at meetings to ensure that the written method of work meets the Safety, Health and Environmental requirements set out in this contract.

67. The *Contractor* may be required to present his risk assessment(s) and method statement(s) at a meeting for the PM's acceptance.

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68. The *Employer* does not accept any delays arising as a result of the *Contractor* having to resubmit the risk assessment or method statement if the detail is inadequate, or the proposed method is considered unsafe, or if the *Contractor* changes the method statement after it has been accepted by the PM.

Safe System of Work

69. The *Contractor* ensures that all work is carried out under a safe system of work, which includes:

- Providing adequate assessment of all SH&E risks including those to his Personnel, other persons who may be affected by the work, plant and work equipment on site, including to the environment.
- Defining measures to eliminate, reduce and control residual risk as low as is reasonably practicable in the details of risk assessments and method statements within the associated project documentation.
- Manage, coordinate and control the work when implementing safety arrangements, systems and substances.
- Monitoring the effectiveness of such arrangements, systems and substances.

70. The *Contractor* provides written safe systems of work for all tasks to the PM for his acceptance prior to work being undertaken. The *Contractor* is responsible for ensuring that the work is carried out in accordance with the agreed and accepted written systems of work.

71. Where so required by the PM or by this contract, the *Contractor* will ensure that operations are carried out in accordance with the *Employer's* Permit to Work as an essential part of the Safe System of Work. The Permit to Work Receiver must be present at the Site location, while the work is carried out.

72. The *Contractor* will select, use and maintain all work equipment, plant, tools or method of operation will minimise the risk to the user, the *Employer* staff and visitors to the Site. Where the PM considers the work equipment, plant, tools or method of operation to be unsafe or likely to lead to a pollution incident, work will not be permitted. The PM's acceptance of any work equipment, plant, tool or method of operation does not relieve the *Contractor* of any of his responsibilities regarding his statutory duties.

Supervision

73. The *Contractor* must ensure that he provides suitable and sufficient supervision of his Personnel and to those persons under his control who are engaged in providing the *Works*.

Safety of Self Employed Persons

74. The *Contractor* will ensure that all self-employed persons and those persons under his control are aware of and meet the Safety, Health and Environmental requirements and standards necessary to work safely at the Site. This includes compliance with the safe working arrangements defined in the Construction phase Health and Safety Plan, risk assessments and method statements.

75. The *Contractor* will actively monitor the performance of any Subcontractor or person under his control to ensure compliance with the Safety, Health and Environmental requirements and safe practice is being followed.

Safety Monitoring

76. The *Contractor* will develop and undertake a regular health and safety monitoring programme of the work which has been agreed with the PM or his nominee. This is to check that his Personnel and those persons under his control, he has engaged in performing the work, are effectively complying with the Safety, Health and Environmental requirements of this project. Written reports of the monitoring are to be given to the PM for acceptance.

77. The *Employer* will monitor the *Contractor* Safety, Health and Environmental arrangements and performance. The *Contractor* does not charge for the costs of his involvement, and complies with the PM's instructions following any such monitoring exercise.

Unusual Occurrence Reporting (UNORs)

78. In addition to the *Contractor* responsibilities under the Reporting of Dangerous Diseases and Dangerous Occurrences Regulations, the *Employer* must be informed of all potential accidents, incidents or events that affect or could affect the health and safety of persons working on the Site. This also involves damage to plant or the environment regardless of the degree of actual or potential injury or damage and a requirement on the *Contractor* to report to the *Employer* any information which suggests that safe operation, or the safe condition of plant, is in question.

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79. In the event of an Unusual Occurrence (Near Miss), the *Contractor* will:

- Take any necessary action to make the situation safe;
- Not dispose of evidence indicating the cause of the occurrence, unless necessary to secure safety;
- Immediately notify the PM who will complete an Unusual Occurrences Report (UNOR);
- Assist in incident investigations, as required by the PM.

80. The *Contractor* will respond to any actions resulting from an Unusual Occurrence to the satisfaction of the PM and at no cost to the *Employer*.

81. The *Contractor* accepts and implements any recommendations, confirmed in writing by the PM to the satisfaction of the *Employer*.

Site Emergency Procedures

82. The *Contractor* will comply with the Site emergency arrangements and ensure that all his Personnel and those persons under his control know how to raise and respond to an emergency alarm. The *Contractor* takes part in emergency exercises unless instructed otherwise in advance by the PM.

83. Emergency arrangements, instructions and working notices which have been accepted by the PM are put in place by the *Contractor* in respect of work which he is managing.

Materials and Work Equipment

84. The *Contractor* will provide all work equipment, tools etc. except for any referred to in the *Works Information* as being made available by the *Employer*.

85. The PM may refuse to allow the use of any item of work equipment, tool or vehicle on Site.

86. The *Contractor* will select and clearly mark all work equipment before it is brought onto the Site. A Work equipment register will be developed by the *Contractor*, kept up to date for safe use and maintenance of work equipment used on site. The PM or his nominee may inspect the work equipment and Register at any time.

87. The *Contractor* will ensure that all work equipment brought onto the Site complies with the relevant statutory requirements and British or European Standards. The *Contractor* ensures that all the work equipment is in good working order, fit for purpose and supplies a copy of the current statutory test and inspection certificates and reports of thorough examination to the PM for acceptance before the plant or equipment is used.

88. The *Contractor* will not tamper with or operate any services, tools, plant, machinery or work equipment which is not his, except with the authorisation or acceptance of the PM. The *Contractor* will ensure that all working plant and work equipment is adequately protected and secured from tampering by unauthorised Personnel.

89. Equipment may only be repaired on the Site if the PM is satisfied that removal is not practical.

90. Instrumentation or work equipment used for measurement purposes must be suitably controlled / calibrated and have an appropriate Certificate of Calibration which the PM may request to see.

91. The *Contractor's* work equipment will only be removed from the Site in accordance with Site and Management arrangements as advised by the PM.

92. Any item of work equipment provided by the *Employer* to the *Contractor* is cared for to the satisfaction of the PM, by the *Contractor*, who without compromise to safety, ensures it is used properly and economically. The rectification of any deterioration in such item or work equipment, other than from fair wear and tear and any recalibration necessary, is the responsibility of the *Contractor*. Planned maintenance of any such item or work equipment, in accordance with the *Employer's* maintenance schedules and instructions required during the period of the loan, is undertaken by the *Employer*.

Work at Height

93. Work at height means: Working in any place, including a place at or below ground level, including access to or egress from the place while at work, except by a staircase in a permanent workplace.

94. The *Contractor* will ensure that suitable and sufficient measures are provided and maintained to prevent a person to fall a distance liable to cause personal injury.

95. Work equipment selected and provided by the *Contractor* including:

- Existing places of work and means of
- Scaffolding;

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- access or egress at height;
- Guard-rails and Toe-boards;
- Barriers and similar collective means of protection;
- Working platforms;
- Fall protection systems;
- Fall arrest systems;
- Work positioning systems;
- Work restraint systems;
- Rope access and positioning techniques and Ladders.

96. All the above work equipment will be selected to provide collective protection over the use of personal protection measures.

97. All work equipment used by the *Contractor* will be selected for duration and frequency of use, with provision of timely evacuation or rescue. The *Contractor* will ensure the work equipment is appropriate for the task and foreseeable loadings are known.

98. All work at height tasks shall be properly planned and appropriately supervised by the *Contractor*. When planning work at height tasks, the *Contractor* will make suitable arrangements and provision for any foreseeable emergency and rescue.

99. The *Contractor* will only allow those persons to be engaged in working at height, when the weather conditions do not jeopardise their health and safety.

100. The *Contractor* will only permit competent persons to organise, plan and supervise work at height tasks or work equipment selected for use in such work.

101. Where reasonably practicable the *Contractor* will take account of a risk assessment and will ensure work is not carried out at height where the work can be undertaken safely at ground level.

102. The *Contractor* will ensure suitable and sufficient measures are taken where work at height is undertaken which prevent any person falling a distance liable to cause personal injury. Suitable work equipment such as nets, airbags or other collective measures shall be used as appropriate by the *Contractor*.

103. Scaffolds shall comply fully with the Work at Height Regulations and in particular the Schedules within these Regulations. The *Contractor* will ensure a suitable design is provided for the scaffold with calculations which cover the structural arrangements contemplated or ensure the scaffold assembly conforms to a generally recognised standard configuration.

104. Where a risk assessment undertaken by the *Contractor* identifies a fragile surface, suitable and sufficient measures will be used that are appropriate, safe and ergonomic. All work platforms, covering, guard rails, other means of support or protection used will be adequate to account for all foreseeable loadings.

105. Where there remains a risk of a person falling, suitable measures will be taken by the *Contractor* to minimise the distance and consequence of a fall.

106. Prominent warning safety signs shall be affixed at the approach to the place where the fragile surface is situated.

107. The *Contractor* will take suitable and sufficient steps to prevent the fall of any material or object. Where this cannot be avoided the *Contractor* will ensure suitable and sufficient measures are taken to prevent any person from being struck by any falling material or object which may cause personal injury.

108. No materials or objects will be thrown or tipped from a height where this is liable to cause an injury to any person.

109. The *Contractor* will ensure that materials and objects are stored to prevent collapse, overturning, or unintentional movement of the materials and/or objects.

110. Suitable danger areas will be clearly indicated by the *Contractor*, where there is a risk of any person falling a distance which can cause personal injury or be struck by an object.

111. All work equipment including scaffolds supplied by the *Contractor* will have a scaffold tag or similar verification system. A formal written inspection will be carried out by the *Contractor* or his representative, after it is first assembled, at suitable intervals not exceeding seven days and each time the work equipment including scaffolds are liable to jeopardise the safety of the work equipment.

112. All completed written inspection reports undertaken by the *Contractor* or his representative for the work equipment including scaffolds will be placed in a record book and / or in the Construction phase Health

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and Safety Plan for inspection. All inspection reports carried out by the *Contractor* or his representative will be made available to an *Employer's* Project Representative within twenty-four hours of the inspection being carried out.

Lifting Equipment and Lifting Operations

113. The *Contractor* will ensure all lifting operations are planned and comply fully with the Provision and Use of Work Equipment Regulations (PUWER) and the Lifting Operations and Lifting Equipment Regulations (LOLER). The *Contractor* will provide all lifting equipment (Cranes, MEWP's) with compatible lifting accessories (chains, slings, lanyards, carriers) for the work, unless the PM advises otherwise.

114. The *Contractor* will ensure that lifting equipment is suitable for the planned operation, uniquely identified and marked to indicate the date when the next statutory examination is due.

115. The *Contractor* will maintain a register of all lifting equipment on the Site, which includes records of statutory tests and examinations.

116. The *Contractor* appoints competent persons (LOLER) to plan and supervise lifting operations.

117. The *Contractor* will provide the following documentation in advance of each lifting operation taking place, including lifting plan, risk assessments and method statements to demonstrate that all lifts are carried out safely.

Pressure Systems

118. All pressure systems designed, installed, maintained, altered or dismantled by the *Contractor* will be undertaken in accordance with the Pressure Systems Regulations.

119. Designers engaged by the *Employer* or the *Contractor* will take due account of the following, when designing or modifying pressure systems:

- The expected working life of the pressure system together with the properties of the contained fluid or substance.
- All extreme operating conditions including start up, shutdown, fault and emergency condition.
- The need for examination to ensure continued integrity throughout pressure systems design life, including foreseeable changes to the design conditions.
- Protection against system failure, using suitable measuring, control and protective devices and materials for each component part.
- Give regard to external forces expected to be exerted on the system including thermal and wind loading.
- Ensure safe access provided for operations, maintenance, inspection and examination, including the fitting of doors, safety devices or suitable guards.
- The *Contractor* will ensure manufacturers and suppliers they engage provide suitable and sufficient information and markings for the pressure system.

120. Those persons engaged by the *Contractor* or who are working under his control, will be trained and adequately supervised when installing the pressure system, foundations and all supporting structures associated with the pressure system.

121. The *Contractor* will ensure the work area is kept tidy at all times during the installation and safe commissioning. Written records will be kept by the *Contractor* and provided to the PM for acceptance. A written scheme of examination for the pressure system will be undertaken by a competent person engaged by the *Contractor* as part of the commissioning process.

122. Examinations undertaken by the *Contractor* in accordance with the written scheme will be recorded. The format of the report will be agreed with the PM prior to work starting on the pressure system.

123. The *Contractor* will maintain a register of all pressure systems, which includes records of statutory tests and examinations. The *Employer* will provide any existing information including records / registers of pressure systems to the *Contractor* at the start of the Contract.

124. The *Contractor* makes records available, as instructed by the PM, to others carrying out inspections or testing of connecting systems within the Site.

Asbestos

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125. The *Contractor* notifies the PM immediately if it becomes apparent that the work involves, or may involve, asbestos.

126. Work with asbestos does not proceed until the *Contractor* makes arrangements which meet statutory requirements and the *Employer's* requirements and are accepted by the PM.

Confined Spaces Work

127. Work in confined spaces is carried out in full compliance with statutory requirements and a Permit to Work issued by the *Employer* to the *Contractor*.

Electrical Safety

128. All work on electrical systems or equipment complies with the current statutory requirements and the *Employer's* Electrical Safety Rules.

129. Work carried out on the electrical distribution system at the *Employer's* Site is reviewed and authorised by the *Employer's* Senior Authorised Person (Electrical) or other Competent Person (Electrical), nominated by the PM. The *Contractor* gives the PM seven day's notice of such work.

130. Electrical equipment above 110 volts is used only with the acceptance of the PM.

131. All portable electrical equipment is marked to show when testing is next required. The PM may require details of testing procedures.

Ladders

132. The *Contractor* ensures that the ladders supplied comply with statutory requirements and are regularly inspected by a competent person to ensure their safety. The *Contractor* ensures that ladders are marked to show that they have been inspected and when the next inspection is due.

Fire Safety and Hot Working

133. The *Contractor*:

- takes all necessary measures to prevent fire.
- advises Personnel of fire hazards and actions to be taken in case of fire.
- complies with all site regulations and notices.
- ensures that specific training is given where there is a significant fire risk.
- takes all reasonable measures to control and minimise combustible materials, e.g. avoid combustible scaffold planks.
- complies with Fire Risk Assessments.
- co-operates with fire inspections arranged by the PM.

134. Hot working is defined as any work involving heat which may cause a source of ignition. For example the use of flames or / and mechanical, electrical, pneumatic, hydraulic equipment for processes such as cutting, welding, braising, grinding, polishing, buffing, scouring, descaling, surface coating removal.

135. Method statements describe where and when hot working is proposed.

136. Hot working is carried out in full compliance with the *Employer's* Permit to Work, which has been accepted by the PM.

Hazardous and Dangerous Substances

137. The *Contractor* advises the PM in advance when hazardous substances (Control of Substances Hazardous to Health Regulations) or dangerous substances (Dangerous Substances and Explosive Atmosphere Regulations) are to be brought onto the Site for storage or use, and obtains the PM's acceptance of protective measures.

138. The *Contractor* provides and maintains a register of hazardous/dangerous substances, including the manufacturer's safety data sheets, held on the Site and ensures that a COSHH / DSEAR assessment is in place prior to bringing or using the substance on Site. The *Contractor* updates the hazardous / dangerous substance register for any new substances and ensures that the assessments are regularly reviewed.

139. The *Contractor* provides a competent COSHH / DSEAR Assessor to organise and manage compliance requirements.

140. The *Contractor* does not use explosives.

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Noise and Vibration

141. The *Contractor*:

- minimises the potential for statutory nuisance from industrial noise sources and avoids using equipment which creates unnecessarily high noise or vibration levels;
- advises the PM of any activities involving exposure of his Personnel to noise or vibration in excess of the action levels specified in the Noise at Work Regulations and Control of Vibration at Work Regulations. If the noise is likely to affect persons other than his Personnel, the *Contractor* obtains the PM's acceptance of the measures he is taking to restrict noise, and of any protective measures which may be necessary to control exposure or minimise disturbance to other persons.

Provision and Use of Personal Protective Equipment

142. If the *Contractor* manages a work area where there is a requirement to use PPE, he displays notices so that persons other than the *Contractor* staff are aware of any requirements to use personal protective equipment.

143. The *Contractor*:

- provides, stores, tests and maintains PPE required for the *Works* in accordance with best practice as published in HSE guidelines or as instructed by the *Employer*.
- ensures that all Personnel to be equipped with PPE are properly trained in its use and maintenance.

ENVIRONMENTAL MANAGEMENT

General (See General Clause 49 Re ISO 14001 Environmental Management)

144. In accordance with the principles of ISO14001 employed on the *Employer's* Site the *Contractor* shall either:

- maintain and operate environmental management arrangements to the ISO14001 standard; or
- subject to the agreement of the PM, ensure that adequate systems and arrangements are developed and described to:-
 - identify environmental legislation and other obligations relevant to the contracted work, taking particular note of relevant consents, permits and authorisations or planning obligations.
 - provide a summary of significant environmental aspects associated with the contracted operations.
 - describe the environmental management arrangements relevant to the control of significant environmental aspects and justify the adequacy of the arrangements; or
 - provide a copy of their Environmental Protection Plan for the contracted operations; or
 - utilise and conform to the environmental management arrangements for the control of significant aspects of the *Employer's* Site on which the project is undertaken.

145. The *Contractor* ensures that the work is controlled to prevent the escape of polluting materials to the ground, air, drainage systems or water courses.

146. The *Contractor*:

- ensures that all Personnel are aware of the contents of the Environmental Protection Plan;
- complies with site arrangements for the disposal of all controlled, hazardous / special and radioactive waste.
- does not burn any material on site.

147. The *Contractor* should note the specific requirements contained within the Environment Agency / Scottish Environment Protection Agency Pollution Prevention Guidance Note PPG 20 for control, minimisation and disposal of water from excavations.

148. If during excavation the *Contractor* accidentally fractures an existing drain, he immediately informs the PM and awaits further instructions.

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149. The *Contractor* ensures that his Personnel are aware of the action to be taken to prevent or minimise the environmental risk in the event of a loss of control or confinement or similar incident of all toxic, persistent or bio accumulative materials and how to summon assistance from the Site emergency Works. All contamination or loss of confinement incidents are reported to the PM under the Unusual Occurrence Reporting procedure.

150. The *Contractor* takes all reasonable steps to prevent nuisance resulting from his operations due to noise, odour, dust or other irritant. The work is managed to ensure no causation of a Statutory Nuisance as defined by the Environmental Protection Act 1990.

Disposal of Non-Radioactive Wastes

151. The *Contractor* assists the PM in ensuring that the *Employer* meets its responsibilities as waste holder under the "duty of care". The PM will make arrangements, as necessary, to conduct a Duty of Care Assessment. The *Contractor*:

- utilises the *Employer's* onsite waste management facilities as far as reasonably possible;
- informs the PM of the nature of all wastes arising from the Works and submits proposed disposal routes for each waste description to the PM for acceptance; this should include details on what waste will be dealt with by the *Employer's* onsite facilities and by external contracts;
- ensures that the disposal of waste is carried out in compliance with the accepted waste descriptions and disposal routes (where carried out by external contracts);
- ensures that all waste leaving Site is weighed before exit using the *Employer's* onsite weighbridge and following internal procedures provided by the PM;
- ensures that the PM receives copies of waste transfer notes and waste contractor licences relevant to the disposal operations (where applicable);
- provides notification of disposal of any "Hazardous" waste to the Environment Agency and provides a copy of the notification form to the PM (if a consignee of waste i.e. you receive waste for treatment/disposal).

152. The *Contractor* stores his domestic waste in covered bins. The *Employer* empties the bins and disposes of the domestic waste. Domestic waste will be collected and disposed of by the *Employer* free of charge.

5.3 HEALTH, SAFETY & ENVIRONMENT PLAN

Requirements to be met in accordance with Condition 64:

Project Description	Overhaul of TF and PF Plate Heat Exchanger Units
<i>Employer</i>	UK Atomic Energy Authority
Project Manager (PM)*	David Gear
Site Location	J20/1/48
Requirements relating to Safety, Health & Environment	
Safety Hazards	Electrical, noise, manual handling, use of hand/power tools
Health Hazards	None
Design or Construction Hazards	None
Waste Arising's	Housekeeping waste
Environmental Nuisance	None
This Plan is valid for the duration of the <i>Works</i> .	

* The Project Manager will accept Risk Assessments/Method Statements and is the *Employer's* representative for the *Works*. The Project Manager will manage the delivery of the *Works*, ensuring the level of supervision is commensurate with the hazard and risks associated with the job.

5.3 DESCRIPTION OF SERVICES

- Technical Specification
- CD/S/C001 Quality Assurance Requirements
- Quality Assurance Questionnaire

TECHNICAL SPECIFICATION

SERVICING AND CLEANING OF TF AND PF COOLING SYSTEM PLATE HEAT EXCHANGERS

Document Issue Record

Issue	Description of Amendment	Written by	Checker	Approver	Date
1	Preliminary issue				
		D Gear	K Blackman	A Whitehead	

Previous issues of this document shall be destroyed or marked **SUPERSEDED**

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11	Organisation (Quality Plan).	9.

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SCOPE OF SUPPLY (Items with a ✓ apply)		
<input type="checkbox"/> Design <input type="checkbox"/> Supply <input checked="" type="checkbox"/> Collection <input checked="" type="checkbox"/> Delivery <input checked="" type="checkbox"/> Installation	<input checked="" type="checkbox"/> Commissioning <input type="checkbox"/> Decommissioning <input type="checkbox"/> Services <input checked="" type="checkbox"/> Cleaning <input type="checkbox"/> Setting to work	<input type="checkbox"/> Fabrication <input checked="" type="checkbox"/> Inspection and Testing <input checked="" type="checkbox"/> Off-loading <input type="checkbox"/> Site Surveys <input type="checkbox"/> Other (specify)
GENERAL REQUIREMENTS		
<p>United Kingdom Atomic Energy Authority (UKAEA) has a requirement for the servicing and cleaning of the existing TF and PF Cooling Systems Heat Exchangers providing cooling to the JET facility. The scope of work also includes for the removal of heat exchanger plates from the installed frames, re-install serviced plates and final commissioning of the heat exchangers to complete the contract. UKAEA will be responsible for supervising the contractors while on-site and ensuring the necessary work procedures and permits are in place prior to start of work.</p>		
QUALITY ASSURANCE REQUIREMENTS (Items with a ✓ apply)		
CLASS.* 1 <input type="checkbox"/> CLASS. 2 <input type="checkbox"/> CLASS. 3 <input type="checkbox"/> CLASS. 4 <input checked="" type="checkbox"/>		(Refer to Section 7 for detailed requirements)
<input type="checkbox"/> Certificate of Conformance (EN 45014 or equivalent) required for each item with delivery <input type="checkbox"/> Certificate of Conformance to EMC Directive 89/336/EEC required for each item with delivery		
SPECIAL REQUIREMENTS		
There are no special requirements associated with this Technical Specification.		

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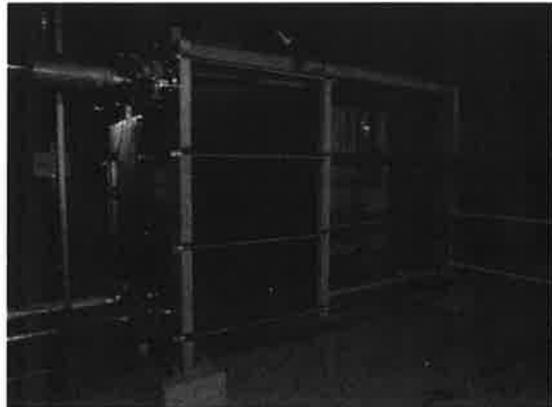
3. INTRODUCTION

3.1.1 This Technical Specification scope of work covers the supply of labour to remove all plates, return to service centre, clean, inspect, re-gasket and return to site, re-install and commission for two-off Alfa-Laval and two-off Swep plate heat exchangers.

4. EQUIPMENT

4.1.1 The details of the plate heat exchangers are as detailed in the table below.

Manufacturer	Model	Max Working Pressure Bar g	Year of Manufacture	Serial No	Cooling medium
Alfa-Laval "	AX30 HBM "	10 "	1981 "	18565 18566	Water/Demin "
Swep "	GX-100 "	10 "	2000 "	1906517-1 1906517-2	Water/Galden



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5. TECHNICAL REQUIREMENTS

- 5.1.1 Engineers to attend site and open all four Plate Heat Exchangers.
- 5.1.2 All plates are to be removed from the plant room.
- 5.1.3 All plates are to be removed from site to their factory. (All freight cost has to be incorporated into the price).
- 5.1.4 Once returned to the factory, the plates are to have a full initial visual inspection.
- 5.1.5 Exchanger plates are to be pre-cleaned with hot water jet wash.
- 5.1.6 Exchanger plates are then to undergo a sodium hydroxide bath – minimum time of 24 hours.
- 5.1.7 Exchanger plates are then to be cleaned again with hot water jet wash.
- 5.1.8 Exchanger plates are then to undergo a phosphoric acid bath – minimum time of 24 hours.
- 5.1.9 Exchanger plates are then to be cleaned again with hot water jet wash.
- 5.1.10 Exchanger plates are then to be oven dried.
- 5.1.11 Exchanger plates are then to be 10% dye penetrant tested – full report is to be produced on findings. (If needed, 100% of plates will be tested if the UKAEA deems necessary after the report is produced).
- 5.1.12 Exchanger plates are then to be cleaned again with hot water jet wash.
- 5.1.13 Exchanger plates are then to be oven dried.
- 5.1.14 Genuine OEM gaskets are to be attached to the plates and applied with 3M EC1099 glue – OEM gasket and glue certificate will be required.
- 5.1.15 Exchanger plates and gaskets are to be oven cured – in accordance in OEM instructions

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5.1.16 Exchanger plates are then to be visually inspected and sequenced into original orientation.

5.1.17 Exchanger plates are to be returned to site. (All freight is to be included).

5.1.18 Engineers are then to attend site and move the plates to the plant room.

5.1.19 Exchanger plates are then to be placed back into the exchanger in sequence and the exchanger is then to be closed.

5.1.20 Engineers are to then to attend site on a date specified by the UKAEA to witness commissioning

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6 QUALITY ASSURANCE REQUIREMENTS

- 6.1.1 The Contractor shall have an operational quality organisation capable of meeting the technical requirements of the contract.
- 6.1.2 The contractors quality organisation should embrace all the parameters of design, drawings, specifications, procurement, manufacture, inspection, tests, packaging and delivery as called for in the contract. The contracts quality organisation should be described in a manual which will be made available, if requested, to UKAEA at the invitation to Tender (ITT) stage.
- 6.1.3 A Control Plan is required for this contract and should be in accordance with the Supplier Quality Assurance Requirements document CD/S/C001. The Control Plan shall be approved by UKAEA before work at works/site commences.
- 6.1.4 The Contractor shall ensure that all of his sub-contractors used on the contract have a similar Quality Organisation or a suitable alternative system, or failing this he will undertake all the necessary actions to establish and maintain the quality in the sub-contractors works.
- 6.1.5 At the ITT stage the Contractor shall identify those elements of his quality organisation he intends to employ on the contract and for that the Contractor shall complete the QA Preliminary Questionnaire FF387 which shall accompany his tender. The UKAEA Supplier Quality Assurance Requirements are detailed in CD/S/C001.
- 6.1.6 The rights of the UKAEA, listed above, also apply in relation to any sub-contractor. In this case the UKAEA will operate through and in conjunction with the Contractor.
- 6.1.7 The overseeing of the quality control operation by the UKAEA shall not release the Contractor from his responsibility in meeting any aspect of the Technical Specification.

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6.1.8 The Contractor is referred to the following UKAEA Quality Assurance documentation for more detailed information:

Quality Assurance Contractor Organisation Documents		
UKAEA QA Doc. No.	Title	Applicable to this TS
CD/S/C001	Supplier Quality Assurance Requirements	✓
FF387	Quality Assurance Preliminary Questionnaire	✓

6.1.9 The Contractor can propose alternative Quality Assurance Documents. The UKAEA, after examination, will decide if the proposed documents are acceptable. In this case they will substitute the relevant UKAEA JET Facilities QA documents.

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7. SITE VISIT

7.1.1 It is not a requirement of the tender exercise that Contractors make a site visit to Culham to familiarise themselves with the heat exchangers. However, this can be arranged if access to the heat exchangers is available and not to interfere with JET operations. Alternatively the contractor may wish to visit site to discuss the tender requirements further.

8. DELIVERABLES

8.1.1 As a minimum the Contractor shall deliver and install to the Culham site all works as defined in this specification and in addition the following documentation:

Full report on the condition of plates including type of gasket fitted, adhesive used, dye-penetrant and pressure test results.

9. SUB CONTRACTS

9.1.1 The Contractor may place sub-contracts.

9.1.2 The Contractor shall advise UKAEA of all sub-contracts. UKAEA shall not unreasonably withhold approval of sub-contractors chosen by the Contractor. The Contractor remains responsible to UKAEA for the choice and work of the sub-contractors.

10. COLLECTION AND OFF LOADING AT SITE

10.1.1 The Contractor shall be responsible for the safe undamaged collection and delivery of the all plates to UKAEA Culham site along with their unloading to a storage facility, if required, agreed with site personnel.

11. ORGANISATION (QUALITY PLAN)

11.1.1 The Contractor shall indicate in his tender the organisational structure intended for implementing the contract as discussed previously in Section 6.1.2.

Section 4**Quality System Details**

If the answers to section 3 indicate current approval to an International or National standard for the activity or activities relevant to the present tender/contract, only complete questions 3 to 13 otherwise complete questions 1-13.

1. Has the Organisation been audited previously by other Organisations?	Yes	No
If yes, please list the Organisations and indicate the date of the audit		
If yes, was the audit successful? (attach details if necessary)	Yes	No

2. Are written procedures available for the areas defined in (a) to (o) below? If yes, please indicate the procedure number	Procedure No.	Yes	No
a) Company organisation		Yes	No
b) Design Control		Yes	No
c) Drawings and document control		Yes	No
d) Procurement and sub-supplier control		Yes	No
e) Identification of material parts and components		Yes	No
f) Instructions for, and control of production processes		Yes	No
g) Inspection		Yes	No
h) Testing		Yes	No
i) Control and calibration of measuring and test equipment		Yes	No
j) Non-conforming materials, parts or components		Yes	No
k) Corrective action		Yes	No
l) Handling, storage and shipping		Yes	No
m) Records		Yes	No
n) Training		Yes	No
o) Internal Quality Audit		Yes	No

3. Are all documents available in English?	Yes	No
If no, please identify language:		

4. Are documents e.g. Drawings, procedures etc approved before use?	Yes	No
If yes, is that approval visible on the document?		



5. Are processes qualified before use?	Yes	No
If yes, list the processes for which qualification reports are available: (e.g. welding, brazing etc):		

6. Are manufacture, assembly and inspections carried out according to pre-established lists of operations?	Yes	No
If yes, append a copy of the form/template used to list the operations.		

7. Are modifications/changes to documents processed in writing?	Yes	No
If yes, append a copy of the form in use		

8. Are deviations to established processes or procedures processed in writing?	Yes	No
If yes, append a copy of the form in use.		

9. Are non-conformances processed in writing?	Yes	No
If yes, append a copy of the form in use		

10. Are clean assembly areas provided?	Yes	No
If yes, is evidence that cleanliness is checked at prescribed intervals available?	Yes	No

11. Are results of inspections and tests recorded and analysed?	Yes	No
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12. Are measurement and test equipment calibrated against certified standards?	Yes	No
If yes, are written calibration procedures available?	Yes	No
Are records kept on maintenance, calibration and recalibration dates?	Yes	No

13. Are reports available for:		
- internal audits	Yes	No
- external audits	Yes	No

Section 5	Completion	
Name and position of the person who has completed this questionnaire		
Name:	Position:	Date:
Please append a copy of the Company Organisation Chart (or "Family Tree") showing the relation between Quality Assurance and Senior Management/Operational Departments.		





UK Atomic
Energy
Authority

TENDER

Number: T/AMW037/16

Due 12:00 hrs on Friday 9th December 2016

To be used only for Return of Forms of Tender

Name Annemarie Wright
Procurement Group
UK Atomic Energy Authority
K2/0/08 Culham Science Centre
Abingdon
Oxon OX14 3DB
United Kingdom



